



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 493.2

Job Title: **SENIOR WORD PROCESSOR**

Pay Grade: 12

GENERAL SUMMARY:

Operates electronic word processing equipment and uses a variety of software to enter, store, retrieve and print hard copies of forms, letters, briefs, contracts, documents, reports, etc.

RESPONSIBILITIES:

- Types and produces hard copies of letters, reports, forms, documents, briefs, etc., using word processing equipment and a variety of software.
- Proofreads and edits word processing jobs and document drafts.
- Creates new document forms, charts, tables, etc., for use in word processing.
- Photocopies, collates, and files hard copies; maintains file indexes.
- Initializes new disks, copies disks for backup and purges disks as needed.
- May maintain, store and archive documents in a mainframe computer and/or additional databases.
- May provide backup office support; answer telephones, file, schedule meetings and perform other clerical duties as needed.
- May operate other office equipment such as a typewriter, photocopier, calculator, fax, etc.
- May organize incoming word processing jobs.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to eighteen months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required. Must pass a City administered typing test.

EXPERIENCE:

Two years of word processing experience or clerical/secretarial experience with a heavy volume of typing are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Word Processor
Senior Word Processor
Office Supervisor

Effective: October 1990

Revised: January 2002